

EEOC CERTIFICATES

You will also be required to complete an Equal Employment Opportunity Certificate spelling out your firm's commitment to Equal Opportunity. Your signed certificate should be submitted to the Division offering you the contract. Your EEOC Policy should also be posted in your work place in a conspicuous place for workers to see.

CONTRACT SIGNATURES

Per Chapter 56 of the County Ordinances, no services may be provided under a Professional Service Contract until all signatures have been received and the contract fully executed. You will be sent a fully executed copy of the contract along with your notice to proceed. The contract will contain the effective dates of service. Services provided outside of those effective dates will not be paid.

For more information on Professional Service Contract procedures or to check on the progress of a contract in process, contact James Sponholz, DHHS Contract Services Coordinator, at 289-5778 or jsponholz@milwcnty.com.



Milwaukee County DHHS

Contract Administration

1220 W. Vliet Street

Milwaukee, WI 53205

414-289-5980

county.milwaukeecounty.org

CONTRACTING WITH THE MILWAUKEE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

Professional Service Contracts



Summary of Procedures

PROFESSIONAL SERVICE CONTRACTS

Milwaukee County offers Professional Service Contracts as a way to benefit from the expertise of private sector professionals. These contracts, unlike Purchase of Service or Provider Network contracts, are generally short term and focus on specific professional services. As stated in County Ordinances:

(Chapter 56.30)

Professional Service means services, the value of which is substantially measured by the professional competence of the person performing them and which are not susceptible to realistic competition by cost of services alone. The services provided must be materially enhanced by the specific expertise, abilities, qualifications and experience of the person that will provide the service...

DBE PARTICIPATION

Professional Service Contracts initiated by DHHS have a 17 percent Disadvantaged Business Enterprise (DBE) participation component, in compliance with Chapter 42 of County Ordinances. This means that DHHS expects you, as a contractor, to reach out to DBE firms to provide a portion of your services as

subcontractors, or to commit to purchase goods or services directly or indirectly related to your contract from certified DBEs. This commitment should be indicated on the DBE Utilization Plan (FormDBD-14PS) which you should complete and submit to the Division offering you the contract.

In some cases DBE participation may not be practical, and requests for waivers are looked at on a case by case basis by the Community Business Development Partners (CBDP) office of the Milwaukee County Board of Supervisors. The DHHS Division offering you the contract will work with you to identify DBE participation, and will notify CBDP of participation levels or will file requests for waivers.

For more information on required forms, lists of certified DBEs or other issues pertaining to County Ordinance Chapter 42, contact the County Community Business Development Partners office at 278-5248, or DHHS Contract Administration at 289-5980.

INSURANCE

As a contractor, you are expected to carry sufficient insurance coverages maintained throughout the term of the contract, as follows:

Type of Coverage/Minimum Limits

Wisconsin Workers' Compensation
or Proof of all States Coverage
Employers' Liability
\$100,000/\$500,000/\$100,000

Commercial General Liability
Bodily Injury & Property Damage
\$1,000,000 - Per Occurrence,
\$1,000,000 - General Aggregate
(Incl. Personal Injury, Fire,
Legal Contractual & Products/
Completed Operations)

Automobile Liability (if applicable)
Bodily Injury & Property Damage
\$1,000,000 Per Accident
All Autos - Owned, Non-Owned
and/or Hired, Uninsured
Motorists Per Wisconsin
Requirements

In addition, contractors providing medical services will be required to have Professional Liability coverages.

Milwaukee County must be listed as an Additional Insured on all Certificates of Insurance. Certificates should be submitted to the Division that is offering you the contract.